



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT **ANNOUNCEMENT NUMBER - 5**

OPEN TO: All Interested Candidates

POSITION: **Temporary Visa Assistant, FSN- 7; FP-7**

**THE DURATION OF THE EMPLOYMENT
IS ABOUT FOUR MONTHS**

OPENING DATE: February 10, 2004

CLOSING DATE: March 1, 2004 (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of Visa Assistant (Temporary) in the Consular Section.

BASIC FUNCTION: The incumbent will perform wide range of difficult and repetitive tasks at all stages of the Non-Immigrant Visa (NIV) application process. Performs services and duties as requested by the IV senior FSN or the responsible American Consular Officer.



Major Duties and Responsibilities:

- + Provides forms, assists applicants with inquiries, explains forms needed and other documentary requirements for specific types of NIVs. Explains succinctly relevant tenets of applicable immigration law to visa applicants.
- + Must exercise good judgment in referring complicated, difficult or sensitive cases to Consular Officers, particularly in cases with Bangladesh Government Ministry or Congressional interest.
- + Manages a complex filing system to ensure that records are properly filed and that required clearance cables are done on time and tracked until issuance. Translates for NIV applicants, alerting officers to potential attempts at fraud.
- + Enters biodata data into the Consular Affairs Machine Readable Visa (MRV) NIV system, captures photos, prints visas and performs quality assurance tests on all printed visas. Interacts with the fraud Prevention Unit as needed. Fields a significant number of inquiries both in person, by email and by telephone. Serves as translator when needed.

QUALIFICATIONS REQUIRED:

1. **Education:** A University degree in any discipline. English medium background is preferred.
2. **Language Proficiency:** Fluency in spoken and written English and Bangla.
3. **Prior Work Experience:** Experience in all consular functions performed in the unit. Non-Immigrant Visa experience also desirable.
4. **Knowledge:** Knowledge of office operations required. Must be able to explain complex material to visa applicants.
5. **Skills and Abilities:**
 - + Must be able to perform duties efficiently and tactfully in a high pressure environment.
 - + Must have excellent interpersonal skills to deal with personal and telephone inquiries quickly and professionally. Must exercise judgment in pre-screening cases for American Officers.
 - + Good computer skills including window based applications. (such as MS Word, MS Excel, Power Point, Access etc.)



SELECTION PROCESS:

When equally qualified, Eligible Family Members and the U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs holding a U.S. Temporary Appointment/FMA appointment are ineligible to apply within the first 90 calendar days of that appointment.

TO APPLY:

Interested candidates are requested to submit the following:

1. **Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at **Gate-1 (Reception booth)** and in the Human Resources Office, Ext. 2521. A copy is also attached hereto for your convenience.**

Application Form

2. **Interested EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment).**

OF-612 Form

ONLY complete and up-to-date applications with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

NOTE: CV's will not be accepted in lieu of the Application Form.



SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

**Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka - 1212**

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500, Ext: 2521

Fax # 9887825

DEFINITIONS:

1. EFM: US Citizen spouse or US citizen child who is at least age 18, and who, in either case, is on the travel orders of A U.S. citizen foreign or civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission Authority.

2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners, parents, other relatives, or adult children who fall outside the department's current legal and statutory definition of EFM.

NOTE: "Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."

AN EQUAL OPPORTUNITY EMPLOYER

Cleared by:

HRO: CONS: FMO: MGT/C (A)